

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JANUARY 1, 2004 - JUNE 30, 2005***

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2005 JUL 20 AM 9:51

THOMAS J PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: DISTRICT ATTORNEY'S OFFICE

Division/Unit: Hall of Justice and all Branches Offices

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	19	Hours	1504	X	\$17.55	=	\$26,395.20
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To assist all support staff with clerical duties: copying, filing, shredding, scanning
mail delivery, cover Reception, etc. and assist with various other tasks as needed.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	0	Hours	0	X	\$17.55	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
<u>60 Law Clerks</u>	<u>900</u>		<u>\$19.70</u>		<u>\$17,730.00</u>
<u>1 Attorney</u>	<u>850</u>		<u>\$19.70</u>		<u>\$16,745.00</u>

No. Vol.	61	Total Hours	1750	Total Value	\$34,475.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Assist Deputy District Attorneys with case preparation, legal research and court hearings.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>19</u>	<u>1504</u>	<u>\$26,395</u>
<u>0</u>	<u>0</u>	<u>\$0</u>
<u>61</u>	<u>1750</u>	<u>\$34,475</u>

TOTALS:	80	Total Hours	3254	Total Value	\$60,870.20
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: n/a Value:

Item Donated: Value:

Item Donated: Value:

Item Donated: Value:

TOTAL VALUE =	\$0.00
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4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 316 X Rate \$36.11

\$11,410.76

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 57 X Rate \$33.90

\$1,932.30

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : _____ n/a _____ Cost: _____

Item : _____ Cost: _____

Item : _____ Cost: _____

TOTAL OF OTHER PROGRAM COSTS =

\$0.00

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$13,343.06

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d \$60,870.20

b. Total of Donations to Volunteer Program, Item 3 \$0.00

c. Subtract Total of program Costs, Item 4d \$13,343.06

TOTAL PROGRAM BENEFIT:

\$47,527.14

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6. RECRUITING:

Please describe your recruiting programs:

Currently we recruit via networking with various community colleges and universities. Also, we reached our goal from the 03/04 FY to have a website on line. We have a website with a link to information for a Law Clerk and Student Worker/Intern Programs. Additional for our Law Clerk Internship Program we go to local law schools in person for recruitment.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Two of our volunteers was selected as Volunteer of Year.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2005-06:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The District Attorney is reaching out to the Community to encourage more participation. Specifically volunteers with specialized skills such as paralegals and attorneys are being recruited to maximize the benefits to this Division.

9. GENERAL INFORMATION:

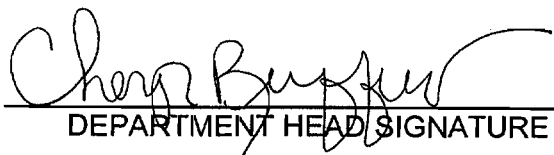
Name of person completing report: Kim Allen

Phone: (619) 531-4016 Mail Stop: D421 E-Mail: kim.allen@sdcca.org

Volunteer Coordinator: Cheryl Montiel Ruffier

Phone: (619) 515-8650 Mail Stop: D421 E-Mail: cheryl.ruffier@sdcca.org

10. DEPARTMENT CERTIFICATION:


DEPARTMENT HEAD SIGNATURE

July 18, 05
DATE

Please note, this report is only from January 1, 2005 through June 30, 2005

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